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INFORMATION RELATIVE TO PROPOSED RECLASSIFICATION OF CHIEF,
MANAGEMENT BRANCH, [REDACTED], OPC 25X1A

Job Description, Chief, Management Branch, [REDACTED], OPC 25X1A

Under general supervision of Deputy Chief, [REDACTED] performs following duties on behalf of OPC Headquarters and Field Stations: 25X1A

a. Provides functional supervision of organization and management of OPC; conducts studies and makes recommendations involving broad organizational matters, including delegation of authority, and complex management problems related to OPC's administrative and operational responsibilities.

b. Conducts studies and makes recommendations for improvement in administrative and substantive procedures.

c. Functions as OPC's senior management consultant and furnishes advice to OPC officials on all phases of management including policy, organization and procedures; maintains membership in and conducts liaison with professional management organizations and individuals.

d. Continually studies and renders advice on OPC manpower needs; approves, on behalf of OPC, Headquarters, Field Station and Project tables of organization.

e. Operates OPC's issuance, forms, work simplification and employee suggestion programs. STATO THR

25X1A9a

10 November 1950

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